



Accelerated Schedule

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Year-end Financial Reporting Conference
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Outline

- FY 2004 Schedule Key Dates
- OSD Schedule Changes
- FY 2005 Schedule Status



What's Next for FY 2004?

FY 2004 Key Dates (August)



- Aug 11 - Component's Office of General Counsel (OGC) provides Interim Legal Representation Letter to IG, DoD with a copy to DoD OGC
- Aug 15 - Provide final (or estimated final) FY 2004 performance results to the OSD Director, Program Analysis and Evaluation (DPA&E).
- Aug 18 - Components provide IG, DoD the management summary schedule for the Interim Legal Representation Letter
- Aug 20 - IG, DoD sends draft FY 2005 Engagement Letter to DoD Components for coordination

FY 2004 Key Dates (September)



- **Sep 14 - DFAS-Arlington completes input of FY 2004 Treasury Financial Report information (FY 2003 data, FY 2004 template) into the Governmentwide Financial Reporting System (GFRS)**
- Sep 15 - DPA&E provides FY 2004 performance data to ODCFO for inclusion in the FY 2004 Performance and Accountability Report (PAR)
- Sep 17 - Coordinate FY 2005 Engagement Letter with FY 2005 management assertions with the ODCFO

FY 2004 Key Dates (October)



- Oct 1 – Provide FY 2004 Annual Statement of Assurance to the Secretary of Defense with a copy to ODCFO
- Oct 1 – FY 2005 Engagement Letter with FY 2005 management assertions signed by IG, DoD and audit client. Send copy to ODCFO.
- Oct 14 – Provide RSSI and RSI information to OSD
- **Oct 15 - DFAS-Arlington submits Year-End, FY 2004 Intragovernmental ("F" transactions) data to Treasury FMS**
- Oct 18 – Notify DFAS-Arlington and IG, DoD that the Components' Year-End, FY 2004 draft statements and notes are available in DDRS-AFS
- Oct 19-21 - Perform review of Components' Year-End, FY2004 statements and notes (schedules and narratives) in DDRS-AFS and complete customer checklist

FY 2004 Key Dates (October)



- Oct 20 – Auditor-requested adjustments must be provided to Components
- **Oct 21 (5pm) – Notify DFAS-Arlington and ODCFO that Year-End, FY 2004 statements and notes are final, pending ODCFO and IG, DoD’s review**
- Oct 21 – ODCFO provides draft FY 2004 PAR to OSD Offices and Components for formal coordination
- Oct 25 – Component’s OGC provides Final Legal Representation Letter to IG, DoD with a copy to DoD OGC
- Oct 25-26 – Components brief their financial statements to the USD(C)
- **Oct 26 – ODCFO submits Year-End, FY 2004 Status of Disposition Certification for IRAS intragovernmental data to Treasury FMS**

FY 2004 Key Dates (October)



- Oct 27 – Components provide financial reports (MD&A, statements, notes, RSSI, and OAI) to IG, DoD for audit
- Oct 28 – Components provide IG, DoD the management summary schedule for the Final Legal Representation Letter
- Oct 28 – Components' provide formal coordination on draft FY 2004 PAR to ODCFO
- Oct 29 – Provide draft partial FY 2004 PAR to the USD(C) for approval to release to IG, DoD for audit and to forward to the Secretary of Defense for signature
- Oct 29 – Coordinate Final Management Representation Letter with ODCFO
- **Oct 29 - DFAS-Arlington begins input of FY 2004 Financial Report information into Treasury GFRS**

FY 2004 Key Dates (November)



- Nov 2 – ODCFO provides IG, DoD the draft partial FY 2004 PAR with audit version of the Agency-wide financial statements for audit
- **Nov 4 - DFAS-Arlington provides ODCFO draft GFRS package for Agency-wide review**
- Nov 5 – ODCFO sends the draft partial FY 2004 PAR to OMB and GAO for review
- Nov 5 – Components provide IG, DoD the Final Management Representation Letter dated November 8, 2004 with a copy to ODCFO
- Nov 8 – IG, DoD provides audit endorsement/disclaimer opinion on Components' FY 2004 financial statements to IG, DoD Agency-wide team and clients, after they are signed—this includes contractor audits
- **Nov 8 - ODCFO completes review of GFRS package and performs CFO preliminary lock**

FY 2004 Key Dates (November)



- Nov 9 - Provide IG, DoD with electronic copy of Components' pre-published financial reports version sent to the printers
- Nov 9 - Provide electronic PDF file of Components' pre-published FY 2004 financial reports to the ODCFO
- Nov 12 - IG, DoD provides auditor's report on Agency-wide statements
- Nov 12 - Send electronic PDF file and 45 copies of complete published Components' FY 2004 financial reports to the ODCFO
- Nov 15 - ODCFO sends Component financial reports and DoD PAR to President, OMB, Congress and GAO
- **Nov 18 - ODCFO sends final GFRS Closing Package with IG, DoD opinion to Treasury FMS**
- **Nov 23 - ODCFO sends GFRS Intragovernmental Activity and Balances report to GAO, Treasury and IG, DoD**
- **Dec 2 - IG, DoD sends Agreed-upon procedures report on GFRS intragovernmental activity and balances to GAO, Treasury, and ODCFO**



FY 2005 Schedule Update

FY 2005 Schedule Status



- Draft FY 2005 schedule by Aug 29
- Final FY 2005 schedule by Sep 30
- Tentative Key Due Dates
 - Quarterly Financial Statements to OMB within 21 days
 - DoD Performance & Accountability Report (PAR) by November 15, 2005

FY 2005 Schedule Changes



- Adds
 - Intragovernmental (IFCS and IRAS) key dates
 - GFRS key dates
 - Budgetary Reporting (FACTS II, etc.) key dates
- Other changes
 - Move quarterly item #3 (seller-side adjustments) to 12th
 - Move quarterly item # 8 (TI 97 balances) to 7th
 - Update quarterly item #17 for Components to notify ODCFO via e-mail when statements are final (15th)
 - Combine quarterly items #16/#18 into one “standard checklist”
 - Move quarterly item #21 (JV metric data) to 22nd